

**INSTRUCTIONS FOR COMPLETING
SF 294
SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS**

GENERAL INSTRUCTIONS: The following information supplements and clarifies the instructions on the back of the SF 294. This **report** shall be submitted **semiannually** along with your SF 295, Summary Subcontract Report, and **upon contract completion**. The due date is 22 days after the end of each reporting period. For the reporting period ending March 31, the due date is April 22. For the reporting period ending September 30, the due date is October 22.

SPECIFIC INSTRUCTIONS:

Block 1

Provide complete name and address of company. Do not use abbreviations.

Block 2

Contractor Identification Number – enter your nine-digit Data Universal Numbering System (DUNS) number for the address in Block 1. If DUNS is not known, please refer to the instructions on the back of the SF 294 for obtaining one.

Block 4

Check appropriate block for reporting period that report is submitted and fill in current Fiscal Year.

Block 5

Check appropriate block for type report, i.e. Regular, Final or Revised.

Block 6

Should look like this: ☒ ARMY - COE

Block 7

Check appropriate block, i.e., Prime Contractor or Subcontractor

Block 8

Complete name and address of Corps District or Prime Contractor awarding contract.

Block 9

Check your subcontracting plan to determine whether or not indirect costs were included in establishing subcontracting goals.

Blocks 10a through 13

“Current Goal” column, enter the **dollar and percentage goals** in each category (SB, SDB, WOSB, HBCU/MI , and HUBZone SB) **from the subcontracting plan approved for this contract..** This “Current Goal” column should not change; however, if the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 15. The amounts entered in Block 10a through 14 should reflect the revised goals.

Under the **“Actual Cumulative”** column, both dollar values and percentages, should be from the beginning of your contract, regardless of fiscal year. Enter the subcontract awards from the beginning of your contract through the date check in Block 4.

(**NOTE:** Please compare this report with your previous SF 294. Current report dollars should not be less than previously reported in this column, unless subcontract awards had to be canceled.) Report should be in whole dollars and percentages to the nearest tenth of a percent.

Block 15

Remarks

Contractor must **explain** in a short narrative **if** (a) SB, SDB, WOSB, HBCH/MI, or HUBZone SB **accomplishments fall below** that which would be expected using a straight-line projection of goals through the period contract performance; or if this is a **final report**, any one of these **goals** was **not met**.

Block 16a and 16b

Name, title and telephone number of individual administering Subcontracting Plan

Distribution

Send original copy to contracting officer at the Corps District or his designee or contractor identified in Block 8.

NO OTHER DISTRIBUTION IS REQUIRED.